



Council Agenda Report

From: Deanne Purcell
Subject: Quarterly Budget Report – 2nd Quarter Fiscal Year 2016-17
Date: March 7, 2017

Facts

1. In accordance with the Council adopted fiscal policies, the City prepares periodic financial reports of actual revenues and expenditures for review by the City Council.
2. This report provides an overview of the City's financial position for the second quarter of Fiscal Year (FY) 2016-17 ending December 31, 2016.
3. The report begins with an overview that includes revised budget information and a summary of the General Fund (GF) financial condition. The remainder of the report is organized in the following sections:
 - Section 1 GF Revenues
 - Section 2 GF Expenses
 - Section 3 Enterprise Funds

Analysis and Conclusions

Revenue trends are generally on target based on past historical data, while expenditures appear to be lower than projected for the second quarter, with significant variances explained below.

With 50% of the year complete, GF received revenues totaled \$15.7 million and were \$4 million (10.5%) below the revised budget amount. Expenditures for the GF totaled \$16.4 million and were \$5.5 million (12.6%) below the revised budget amount.

General Fund Summary (December 31, 2016)

Changes in General Fund (GF)	Revised Budget	YTD Actuals	Percent
Revenues*	\$ 39,808,305	\$ 15,725,667	39.5%
Expenditures*	\$ 43,877,133	\$ 16,389,485	37.4%
Revenues Over (Under) Expenditures	\$ (4,068,828)	\$ (663,818)	
Fund Balance, Start of Year	28,732,132	28,732,132	
Fund Balance, Year-to Date	\$ 24,663,304	\$ 28,068,314	

*Revenues and Expenditures include Transfers

Section 1 – GF Revenues

GF revenues will appear lower than the projected budget at this time of year because of timing differences. Amounts that were received in the current year for the prior year have been adjusted from the current year totals to report the revenue in the proper year it was earned, or the prior FY 2015-16. The effect of these adjustments remain until the accruals are calculated for the end of the current fiscal year.

The top ten revenues account for 90% of GF revenues. Overall, the key revenues are performing as projected based on past trends and payment patterns for the second quarter.

Top Ten Revenues	Revised Budget	YTD Actuals	% Recv'd
Sales Tax	\$ 14,404,000	\$ 5,144,538	35.7%
Property Tax	6,164,000	3,672,160	59.6%
Transient Occupancy Tax	4,797,000	2,497,708	52.1%
Property Tax in Lieu of VLF	2,800,000	-	0.0%
Franchise Taxes	2,866,000	1,071,183	37.4%
Building Permit Fees	777,500	451,288	58.0%
Business Licenses	550,600	496,617	90.2%
Prop 172 Sales Tax Public Safety	387,000	168,957	43.7%
Recreation Program Fees	302,000	145,932	48.3%
Misc Revenue/ Transfers In	2,496,916	1,352,133	54.2%
Total	\$ 35,545,016	\$ 15,000,516	42.2%

Sales Tax. Bradley-Burns Sales Tax of \$3.5 million includes four months of revenue for July 2016 through October 2016, or a two-month lag in receipt of sales tax revenue. Compared to last year, sales tax revenue received for the second quarter of FY 2016-17 is \$1.1 million higher than the prior year FY 2015-16. This is primarily due to the end of the triple flip. In addition, auto sales continue to significantly outperform the State and regional trend, up 28% compared to 5% for the State.

In 2012, Paso Robles voters authorized a 12-year ½ cent sales tax increase commonly known as the supplemental sales tax. The second quarter of FY 2016-17 includes four months of revenue of \$1.6 million, which is comparable to last year's supplemental sales tax received through the second quarter FY 2015-16. Supplemental sales tax is not received for auto sales where the buyer lives outside of the City limits.

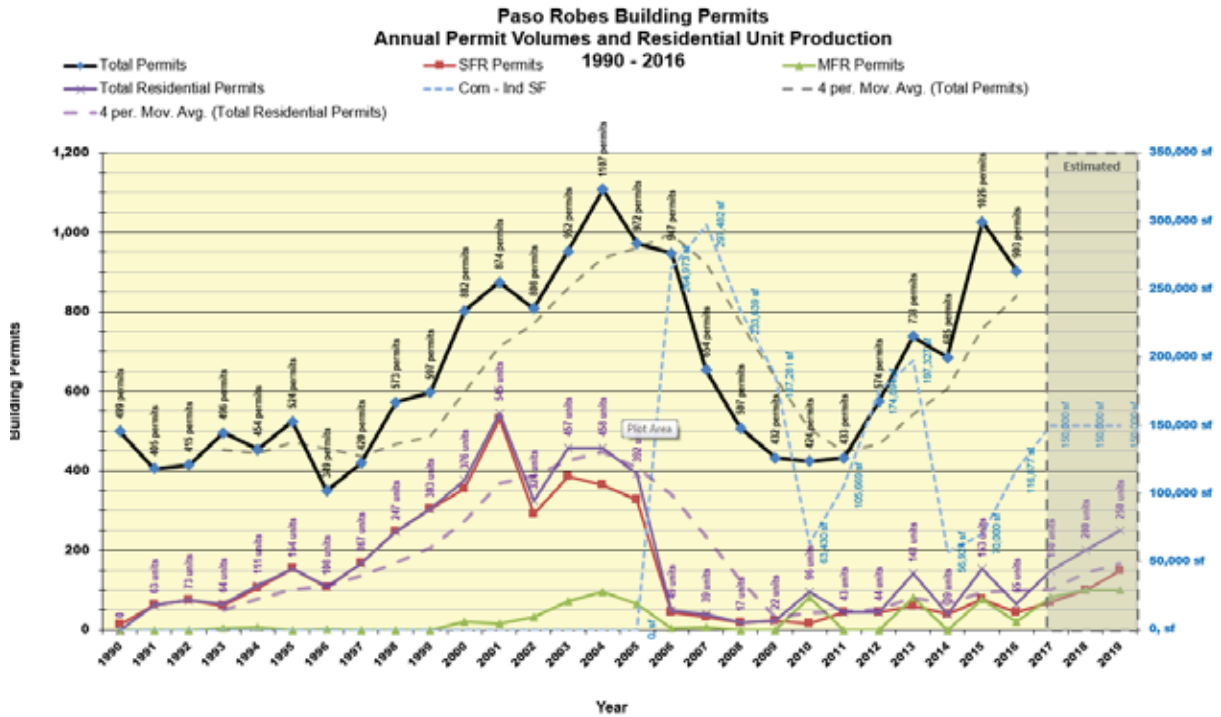
Property Tax. Property tax of \$3.7 million for the second quarter is almost \$200 thousand higher than the prior FY 2015-16 second quarter of approximately \$3.5 million, which is mainly due to the continued recovering economy.

Transient Occupancy Tax (TOT). TOT, commonly known as hotel tax, of \$2.5 million for the second quarter of FY 2016-17 is \$358 thousand higher than the prior FY 2015-16 second quarter of \$2.1 million.

Property Tax in Lieu of Vehicle License Fees (VLF). The first major apportionment does not occur until December for property tax in lieu of VLF. Revenue is normally received in January and May.

Franchise Taxes. Franchise taxes for the second quarter of FY 2016-17 of \$1.1 million are \$183 thousand higher than the prior FY 2015-16 of \$888 thousand.

Building Permit Fees. Building permit fees for the second quarter are \$451 thousand or \$44 thousand lower in the current period when compared to the same time last year. Referring to the graph below, there appears to be a two year cycle with residential permits, which indicates the City is going to see a bump in activity this year.



Business Licenses. The renewal cycle for business licenses is in the first quarter, therefore, the majority of the revenue collections take place in the first quarter. Compared to the prior FY 2015-16 (\$491K), business licenses are slightly higher in FY 2016-17 (\$497K) for the second quarter.

Prop 172 Sales Tax Public Safety. Prop 172 sales tax is comparative to last year for the same period.

Recreation Program Fees. Recreation program fees of \$146 thousand for the second quarter of FY 2016-17 are \$21 thousand higher than the second quarter of last FY 2015-16, mainly due to the re-opening of the Centennial Pool.

Miscellaneous Revenue/Transfers In. Miscellaneous revenue/transfers in are \$2 million lower than the prior year, mainly due to funded capital expenditure projects, including \$1.6 million for road maintenance using gas tax and \$636 thousand for the City Park repair from the capital project fund in FY 2015-16.

Section 2 – GF Expenditures

GF expenditures are lower than the projected budget for the second quarter. This is mainly due to 1) a salary accrual and lower than anticipated insurance cost, 2) unanticipated lower operating costs and 3) capital expenditures that have been delayed or are still in process.

Expenditures	Budget	YTD Actuals	% Recv'd
Staffing	\$ 20,202,745	\$ 8,711,975	43.1%
Maintenance & Operations	9,289,156	3,595,954	38.7%
Debt Service	587,833	355,359	60.5%
Capital Expenditures	13,448,790	3,558,246	26.5%
Misc/Transfers	348,609	167,951	48.2%
Total	\$ 43,877,133	\$ 16,389,485	37.4%

GF expenditures by department for the second quarter of FY 2016-17 show that departments are under budget primarily due to timing differences, including: annual contracts that are paid in the last two quarters, and expenditures coming in lower than anticipated. Public Works is lower mainly due to projects that have been delayed or are still in process.

Expenditures By Department	Revised Budget	YTD Actuals	Percent
City Council	\$ 177,109	\$ 60,689	34.3%
City Manager	2,967,320	1,273,377	42.9%
Administrative Services	1,005,900	419,739	41.7%
Police	10,440,674	4,364,769	41.8%
Emergency Services (Fire)	5,713,412	2,765,448	48.4%
Public Works	20,224,166	6,375,464	31.5%
Community Services	3,071,651	1,405,976	45.8%
Community Development	3,425,277	1,254,496	36.6%
Transfers & Non-Departmental	(3,148,376)	(1,530,473)	48.6%
Total	\$ 43,877,133	\$ 16,389,485	37.4%

GF expenditures are below budget by \$5.5 million in the second quarter. The significant variances for the GF expenditures for the second quarter of FY 2016-17 are shown below:

Expenditure By Type	Revised Budget	Revised Budget- Q2 50%	YTD Actuals	Over/(Under) Q2 Budget	Comments
Staffing	\$ 20,202,745	\$ 10,101,373	\$ 8,711,975	\$ (1,389,398)	Lower mainly due to FY 16 salary accrual and unfilled positions
Operating:					
Attorney Fees	997,500	498,750	406,477	(92,273)	Charges for attorney fees are for Jul-Nov or 5 months
Fuel & Oil	322,100	161,050	77,412	(83,638)	Fuel costs lower than budgeted
Professional Svcs	1,469,704	734,852	378,809	(356,043)	Professional services lower than anticipated in PD, PW, LRS &
Annual Maintenance Contracts	521,058	260,529	181,212	(79,317)	Lower due to annual contracts paid later in the year
R&M Vehides/ General/Fadilities	1,139,889	569,945	220,661	(349,284)	R&M lower than anticipated for the Q2
Computer Hardware	122,600	61,300	-	(61,300)	Delayed until Q3 or Q4
Liability/Prop Ins	1,200,000	600,000	689,318	89,318	Higher due to increase in insurance premiums
Total Operating	5,772,851	2,886,426	1,953,889	(932,537)	
Debt Service	587,833	293,917	355,359	61,443	Higher due to some annual loan payments due in Q1 & Q2
Capital Expenditures	13,448,790	6,724,395	3,558,246	(3,166,149)	Ind's projects delayed or in process

The chart below presents the projects that are included under the capital expenditure section, which is below projected budget by \$2.6 million for the second quarter. This is mainly due to projects that are have not yet been initiated or are in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
21st Street Green Update	40,666	480	1.2%
Spring St - 16th to 24th	200,000	-	0.0%
12th St - Spring to Fresno	956,014	57,898	6.1%
Scott St - Creston to Airport Rd	887,154	9,590	1.1%
Creston - Golden Hill-Oak Meadows	390,000	261,284	67.0%
Union Rd - Golden Hill- Hwy 46	1,454,674	889,701	61.2%
Spring St - 1st-15th	2,795,240	1,701,149	60.9%
Creston Rd - S River to Rolling Hills	1,330,608	4,549	0.3%
Sherwood - Creston to Linne	302,637	20,220	6.7%
Spring St - 24th-36th	100,000	-	0.0%
Vine St - 1st-36th	80,015	-	0.0%
Road Maintenance using Gas Tax	144,940	159,994	110.4%
City Park Repair	264,988	158,751	59.9%
24th St Bridge Rehab	833,714	2,733	0.3%
Annual Slurry/Chip Seal	750,000	12,344	1.6%
Sherwood Park Restroom	115,000	-	0.0%
Neighborhood Park Rehab	23,500	11,845	50.4%
Barney Schwartz Park - Lighting/Irrigation	80,000	216	0.3%
Sherwood Park Rehab	32,000	1,282	4.0%
Street Tree Trimming	25,000	-	0.0%
Larry Moore Park	250,000	8,700	3.5%
Centennial Park Rehab	60,000	592	1.0%
Centennial HVAC/Lighting	160,000	-	0.0%
Public Safety Center HVAC/Lighting	100,000	-	0.0%
City Hall HVAC/Lighting	100,000	-	0.0%
Senior Center HVAC/Lighting	100,000	-	0.0%
Building Permit System	403,000	36,909	9.2%
Annual Crack Filling/Sealing	100,000	-	0.0%
Annual Pavement Striping/Marking	50,000	16,550	33.1%
Annual Sidewalk/Curb Ramp Repair	50,000	10,415	20.8%
Annual Hot Spot Repairs	100,000	24,083	24.1%
Update Pavement Condition Ind	50,000	39,974	79.9%
Remove Bump at Airport Rd	100,000	9,808	9.8%
Union Rd-Hwy 46 East	873,692	58,201	6.7%
Bikepath South River Rd	97,799	12,911	13.2%
Various Small Projects	48,149	48,067	99.8%
Total Capital Expenditures	13,448,790	3,558,246	26.5%

Section 3 – Enterprise Funds

Water Fund. Water fund revenues of \$6.6 million are \$845 thousand lower than the second quarter projected of \$7.5 million. Comparing revenue from the second quarter in the prior year FY 2015-16 of \$6.0 million, revenues are \$652 thousand higher in the second quarter of FY 2016-17.

Water fund expenditures of \$9.2 million are \$855 thousand lower than the second quarter projected of \$10.0 million. Operating expenditures are below budget mainly due to a salary accrual and unanticipated lower operating costs in the second quarter. Capital expenditures are under budget due to projects that

have been delayed or are in process. However, the annual debt service payment of \$5 million to San Luis Obispo County for the Nacimiento Pipeline Project was made in July.

Water Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 14,904,000	\$ 6,607,114	44.3%
Expenditures			
Operating Programs	8,311,340	3,047,692	36.7%
Capital Expenditures	6,663,099	273,436	4.1%
Debt Service***	3,937,354	5,274,853	134.0%
Transfers Out	30,000	27,500	91.7%
Total Expenditures	18,941,793	8,623,481	45.5%
Revenues Over (Under) Expenditures	(4,037,793)	(2,016,367)	
Balance, Start of Year	8,168,527	8,168,527	
Balance, Year-to-Date	\$ 4,130,734	\$ 6,152,160	

*** The Water Fund's debt service includes a \$5M payment in July 2016 to San Luis Obispo County for the Nacimiento Pipeline Project.

The following presents the projects that are included under the capital expenditure section, which is below projected budget by \$3.1 million for the second quarter. This is mainly due to projects that have not yet been initiated in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Well Rehab	892,856	-	0.0%
Annual Pipeline Replacement	576,564	202,221	35.1%
Drill New Wells	750,000	-	0.0%
Nacimiento Water Treatment Plant	1,526,456	13,500	0.9%
Meter Replacement	42,400	-	0.0%
Private Well Meters	65,000	-	0.0%
Fiber Optic Network	25,000	-	0.0%
Water Tank Coating	116,497	47,404	40.7%
Rehab Various Wells	1,250,100	-	0.0%
21st St Reservoir	1,392,800	-	0.0%
Urban Water Management Plan	25,426	10,311	40.6%
Total Capital Expenditures-Water Fund	6,663,099	273,436	4.1%

Sewer Fund. Sewer fund revenues of \$5.3 million are \$2.6 million lower than the second quarter projected of \$7.9 million. This is mainly due to the State Revolving Fund loan proceeds that are projected for the Tertiary Treatment Facility.

Sewer fund expenditures of \$6.2 million are \$5.5 million lower than the second quarter projected of \$11.7 million. Operating expenditures are below budget mainly due to a salary accrual and unanticipated lower operating costs in the second quarter. Capital expenditures are under budget due to projects that have not yet been initiated or are in process. Debt service includes a \$1.7 million payment in September to State Water Resources Control Board for the Wastewater Treatment Plant.

Sewer Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 15,821,100	\$ 5,276,711	33.4%
Expenditures			
Operating Programs	6,912,783	2,754,520	39.8%
Capital Expenditures	10,916,701	695,118	6.4%
Debt Service****	2,832,558	1,832,822	64.7%
Transfers Out	46,000	46,000	
Total Expenditures	20,708,042	5,328,460	25.7%
Revenues Over (Under) Expenditures	(4,886,942)	(51,749)	
Balance, Start of Year	11,550,174	11,550,174	
Balance, Year-to-Date	\$ 6,663,232	\$ 11,498,425	

**** The Sewer Fund's debt service includes a \$1.7M payment in September 2016 to State Water Resources Control Board for the Wastewater Treatment Plant.

The following presents the projects that are included under the capital outlay section which is below projected budget by \$4.8 million for the second quarter. This is mainly due to projects that have not yet been initiated or are in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Rehab Westside Sewer Line	300,000	-	0.0%
Rehab-Replace Old Sewer	1,450,024	267,364	18.4%
Lift Station Upgrade	429,400	19,850	4.6%
Sewer Facility Rehab	1,934,369	85,109	4.4%
Tertiary Treatment Facility-Recycle Water	5,692,908	241,596	4.2%
Recycled Water Distribution	1,065,000	81,198	7.6%
Fiber Optic Network	45,000	-	0.0%
Total Capital Expenditures-Sewer Fund	10,916,701	695,118	6.4%

Airport Fund. Airport fund revenues of \$817 thousand is \$811 thousand lower than the second quarter projected of \$1.6 million. This is mainly due to timing differences and grant revenue.

Airport fund expenses of \$758 thousand are \$4.4 million lower than the second quarter projected of \$5.2 million. Capital expenditures are under budget due to projects that have been delayed or are in process. Debt service includes an airport loan that is paid in the second quarter.

Airport Fund	Revised Budget	YTD Actuals	Percent
Revenues	\$ 3,255,532	\$ 816,736	25.1%
Expenditures			
Operating programs	461,371	218,098	47.3%
Capital Expenditures	9,226,436	31,339	0.3%
Debt Service	22,980	22,576	98.2%
Transfers Out	290,424	290,424	
Total Expenditures	10,001,211	562,437	5.6%
Revenues Over (Under) Expenditures	(6,745,679)	254,299	
Balance, Start of Year	1,997,920	1,997,920	
Balance, Year-to-Date	\$ (4,747,759)	\$ 2,252,219	

The following presents the projects that are included under the capital expenditure section which is below projected budget by \$4.6 million for the second quarter. This is mainly due to projects that have not yet been initiated or are in process at this time.

Project Description	Revised Budget	YTD Actuals	Percent Complete
Taxiway C Extension	1,600,000	-	0.0%
Runway 19 Extension	150,000	-	0.0%
Taxiway Rehab Construction	2,964,273	-	0.0%
Runway 19 Rehab	14,800	-	0.0%
Design Access Road	70,000	-	0.0%
Fuel Island Airport	74,463	-	0.0%
Design Airport Taxiway A&F	11,737	-	0.0%
Terminal Apron Rehab	3,800,000	-	0.0%
Construct Airport Taxiway A&F	56,165	-	0.0%
Taxiway B-E Rehab Design	34,998	31,339	89.5%
Propellor Dr Ext w/Sewer	200,000	-	0.0%
Ramp Resurfacing	100,000	-	0.0%
4860 Wing Way	150,000	-	0.0%
Total Capital Outlay-Airport Fund	9,226,436	31,339	0.3%

Fiscal Impact

None.

Recommendation

Receive the report, providing any direction or requests for future reports, to ensure they meet Council needs.

Attachments

1. Department-by-department second quarter performance metrics.

City Managers Office

2nd Quarter Report

March 7, 2017



City Managers Office -- Q-2 Progress on Goals

FY 2016-17 and 2017-18

Mission: Provide professional leadership in the administration and execution of policies and objectives formulated by the City Council; to develop and recommend solutions to community problems; to assure an efficient and responsive support framework for effective local governance; and foster community pride in local government through excellent customer service.

Administration					
Goal 1: Develop and Expand Civic Engagement					
Strategy	Complete	In Progress	To Be Completed	Notes	
Research / Choose Community Survey tool		X		National League of Cities membership complete	
Implement Community Survey			X	Target - 4th Quarter	
Program development based on survey results			X	Target - 1st Quarter FY17-18	
Implement City-wide CRM Software and services - customer relationship management		X			
Tourism					
Goal 2: Develop "next level" North County Tourism strategy					
Strategy	Complete	In Progress	To Be Completed	Notes	
Pre-Tourism Summit Planning w/ key stakeholders	X				
Hold facilitated Tourism Summit to develop next level strategies		X		Scheduled for 2/23/17	
Develop and fund Visitor Wayfinding System			X	Target - 1st Quarter FY17-18	
Develop Tourism Infrastructure Program		X			
Human Resources					
Goal 3: Build capacity in the Human Resources Division					
Strategy	Complete	In Progress	To Be Completed	Notes	
Present HR Volunteer Coordinator position duties/framework to City Council			X	Target - 4th Quarter	
Hire part-time assistance for temporary capacity building	X				
Hire HR Coordinator			X	Target - 1st Quarter FY17-18	
Goal 4: Develop Organization-wide Leadership Development program					
Strategy	Complete	In Progress	To Be Completed	Notes	
Utilize Centre for Organizational Effectiveness -- City-wide Staff training/development		X		On-going	
Develop customized internal program for Paso Robles			X	Reliant on building HR capacity	
Safety / State Mandated Training -- all staff		X		On-going	
Goal 5: Support City-wide Volunteer Program					
Strategy	Complete	In Progress	To Be Completed	Notes	
Identify areas where volunteer services are needed			X	Work with each Department	
Develop recruitment / onboarding program			X	Tied to HR capacity	
Develop civic leadership program			X	Target - 2nd Quarter FY17-18	
City Clerk					
Goal 6: Implement new File Retention / Document Management program					
Strategy	Complete	In Progress	To Be Completed	Notes	
Update City's File Retention Policy		X		Target - 3rd Quarter launch	
Retention Program development and implementation			X	Target - 4th Quarter City Council policy adoption	
Research / Choose document management software		X		Target - 1st Quarter FY17-18	
Information Technology					
Goal 7: Conduct Cyber Security Audit					
Strategy	Complete	In Progress	To Be Completed	Notes	
RFQ / Identify appropriate vendor to conduct audit			X	Target - 4th Quarter	
Goal 8: Update IT Master Plan					
Strategy	Complete	In Progress	To Be Completed	Notes	
RFQ / Identify appropriate vendor to assist in Master Plan			X	Target - 3rd Quarter	
Other Projects					
Goal 10: City Hall / Lobby clean up & remodel					
Strategy	Complete	In Progress	To Be Completed	Notes	
Comprehensive cleaning and reorganization of all city hall workspaces and public areas			X	Target - 1st Quarter 2017	
Develop concept for lobby remodel - welcoming / info friendly -- safe, efficient and engaging environment			X	Target - 1st Quarter 2017	

City Managers Office -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17		Q1 DATA			FY 2016-17		Q2 DATA	
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16	TOTAL Q2	OCTOBER '16	NOVEMBER '16	DECEMBER '16	
City Clerk									
Public Records Requests	18	9	5	4	11	5	4	2	
Agendas Published	9	2	2	5	9	5	2	2	
Tourism									
Transient Occupancy Tax	\$1,652,215	\$602,549	\$559,487	\$490,179	\$1,181,687	\$466,090	\$415,153	\$300,444	
BID Marketing Funds	\$297,757	\$106,698	\$102,542	\$88,517	\$207,976	\$81,448	\$72,666	\$53,862	
Human Resources									
Employee Recruitments (new & refill)	22	9	5	8	5	2	2	1	
Training Class Sttended (seats filled/year)	183	22	109	52	116	61	20	35	
Risk Management									
Work Comp Claims Reviewed/Managed	4	1	0	3	3	1	1	1	
General Liability Claims Reviewed/Managed	6	1	2	3	3	1	2	0	
Information Technology									
Desktop Computer Replacement	*0	0	0	0	*0	0	0	0	
Network Servers	*0	0	0	0	*0	0	0	0	
MDC's and Laptops	*0	0	0	0	*0	0	0	0	
Staff FTE	11.0				11.0				
* Next purchasing cycle Q3 for Servers / Q4 for laptops									

Administrative Services

2nd Quarter Report
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Administrative Services Department Progress on Goals

Second Quarter FY 2016-17

Department Goals	Q2 Status
Continued roll-out of Employee Self-Service (ESS) for timekeeping/payroll	ESS training in process for PD-Patrol and ES
Implementation of new Utility Billing Software	Munis and Northstar - Met with other agencies using the software to weigh pros and cons
Implementation of new Business License	In process- "Go Live" date of April 24, 2017
Implementation of transparency software, allowing full view of City finances	On hold
BL/TOT clerk consolidation to facilitate collection,	Completed in Q2
Updating of Water and Sewer Ordinances	On hold
Addition of Journey Level Accountant	Completed in Q1
Promote one of (6) Administrative Assitants II to	Completed in Q2
General Fund consolidation	Completed in Q2

Administrative Services Department Key Metrics

Second Quarter FY 2016-17

Performance/Workload Measures	Q2
Bond Rating G.O.	AA+
Bond Rating - Enterprise Funds	A+
% of Quarter-End Reports Completed	50%
Obtain CSMFO Certificate of Excellence in Financial Reporting	Yes
Obtain the GFOA Distinguished Budget Presentation Award	No

Police Department

2nd Quarter Report

March 7, 2017



Police Department -- Progress on Goals

FY 2016-17 and 2017-18

Mission: The Department will render the highest level of service, working side by side with the community to solve problems related to crime and social disorder, thereby ensuring safety and improving the quality of life.

2016 - 17

	Complete	In Progress	To Be Completed	Notes
• Implement a fixed camera surveillance system in the City of Paso Robles		X		Implement before April 2017
• Have the Dispatch Supervisor/Administrative Assistant take over Records supervision to free up a Police Sergeant for patrol related duty.	X			Implement before January 2017
• Hire a part-time employee to take over the vacated full-time Administrative Assistant clerical duties			X	Implement before July 2017
• Recruit additional police officers to replace expected police officer retirements in 2017	X			Complete by January 2017
• Examine all possible public/private partnerships to handle animal services in the City of Paso Robles in lieu of the existing contract with the County of San Luis Obispo	X			Complete by January 2017
• Evaluate body cameras for field personnel		X		Complete by March 2017
• Research and implement a parking program downtown		X		Research complete by July 2017
• Increased patrol supervision due to the new Records / Dispatch Supervisor position	X			Complete by January 2017
• Proactive police officer recruitment for anticipated retirements will keep our staffing numbers intact and prevent service level inconsistencies	X			Complete by January 2017

2017 - 18

	Complete	In Progress	To Be Completed	Notes
• Update our In-Car Audio/Video equipment and Implement Body Cameras for Patrol Officers.			X	Before end FY18
• Replace our aging Radio Base Stations/Repeaters		X		Replace before April 2018
• Replace our CAD/RMS software systems			X	Before end FY18
• Explore possible options to replace the Department shooting range			X	Research completed by year end 2017

Police Department -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q2 DATA		
	TOTAL Q2	Oct '16	November '16	December '16
UCR Violent Crimes	95	32	33	30
UCR Property Crimes	244	81	72	91
DUI	36	14	10	12
Traffic Collisions	132	46	39	47
Traffic Citations	824	282	272	270
911 Calls Received	2,728	956	869	903
Business Calls Received	14,228	5,082	4,608	4,538

Emergency Services Department

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Emergency Services -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals: To improve the delivery of emergency services

Goal 1: Replace breathing air compressor

Strategy	Complete	In Progress	To Be Completed	Notes
Write specifications	X			
Complete bid purchase process	X			
Receive equipment and coordinate installation		X	2/28/17	
Train operators			03/31/2017	

Goal 2: Fill Battalion Chief vacancy (second BC)

Strategy	Complete	In Progress	To Be Completed	Notes
Gain Council approval	0		N/A	Denied by Council

Goal 3: Implement field level EMS data capture

Strategy	Complete	In Progress	To Be Completed	Notes
Secure County grant funding	X			Awaiting contract for City signature
Install system			05/01/2017	
Convert existing data to new system			06/01/2017	
Train all employees			07/01/2017	

Goal 4: Deploy one additional fire engine (OES State engine)

Strategy	Complete	In Progress	To Be Completed	Notes
Obtain State approval/commitment	X			
Receive transfer and inventory equipment	X			
Develop departmental policy concerning use	X			
Train all employees	X			

Goal 5: Provide suitable training facility

Strategy	Complete	In Progress	To Be Completed	Notes
Identify location		X		
Prepare project budget/design			TBD	
Conduct whatever project assessments are required			TBD	
Initiate construction			TBD	

Goal 6: Fill Battalion Chief position (third BC)

Strategy	Complete	In Progress	To Be Completed	Notes
Gain Council approval	0			Rejected by Council
Recruit and fill the position				

Goal 7: Improve and increase professional development through updated training plan

Strategy	Complete	In Progress	To Be Completed	Notes
Assess all departmental training needs - current and future		X		Uncertain timeline. Personnel change disruption.
Complete basic training plans and succession planning needs			TBD	
Develop all supporting materials, including the complete update of existing curriculum			01/31/2018	

Goal 8: Complete self-assessment portion of CPSE Accreditation

Strategy	Complete	In Progress	To Be Completed	Notes
Attend current CPSE workshop			TBD	
Work with Council and Manager to develop service desires and constraints list			TBD	
Determine feasibility of intern assistance			TBD	
Complete assessment			TBD	
Council consideration of participating in accreditation process			01/31/2018	

Agenda Item No. 11

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City of Eugene

Public Works Department

2nd Quarter Report

March 7, 2017



2016/17 Metrics – 2nd Quarter

Major Goals

FY 2016-17

- Complete work on Spring Street, 1st to 10th
- Complete work on Union, Golden Hill to Hwy 46
- Secure Prop 1 grant funds and SRF loan funds for Tertiary Treatment and Recycled Water (purple pipe) system
- Ramp up the street maintenance program with summer crews and more repairs
- Taxiway resurfacing at the Airport
- Replacement of old water and sewer lines
- HVAC and lighting replacements at City Hall, Public Safety Center, and Centennial Park
- Storm drainage retrofit projects

Key Metrics

	FY 2014-15 <u>ACTUAL</u>	FY 2015-16 <u>PROJECTED</u>	FY 2016-17 <u>PROPOSED</u>	FY 2017-18 <u>PROPOSED</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>
Airport Special Events	5	6	6	7	1	2
City Trees Trimmed by PW*	641	750	800	800	42	11*
Maintenance Work Orders Handled by PW*	1,150	1,500	1,600	1,700	450	129*
Water Conservation Rebates	248	189	180	170	80	97
Fleet Vehicles Repaired/Services	1,208	1,563	1,600	1,600	370	365
Sewage Spills Per 100 Miles of Line	<1	<1	<1	<1	0.7	0

2016/17 Work Plan

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Creston Road - Golden Hill to Oak Meadow	\$ 350,000	\$ -	Ditas	In progress, will be part of "annual hot spots".
Union Road - Golden Hill to Hwy 46	\$ 623,000	\$ -	Ditas	Complete.
Spring Street - 1st to 15th	\$ 2,600,000	\$ 1,000,000	Ditas	1st to 10th is, 10th to 16th bid is ready for award.
Creston Road - South River to Rolling Hills	\$ 1,235,000	\$ -	Ditas	In progress, will be part of "annual hot spots".
Sherwood - Creston to Linne	\$ 200,000	\$ 2,000,000	Ditas	Warrant study complete, will need direction to proceed with signal construction as part of road work.
Spring Street - 24th to 36th	\$ -	\$ 3,000,000	Ditas	Council authorized water design at 9/20/2016 meeting.
24th St Bridge Rehab Project	\$ 503,000	\$ -	Ditas	Additional Grant received to prepare final plans. Council awarded Consultant contract at 9/20/2016 meeting.

2016/17 Work Plan

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
9-Year Street Improvement Plan - Last 2 Years of 5 Year Plan + Next 7 years	\$ -	\$ -	Ditas/Dick	PCI updates will be complete in 60 days, then used to develop final plans in early 2017.
Annual Slurry Seal/Chip Seal - 103	\$ 350,000	\$ 500,000	Kristin	Already had list from last year, moving forward and Council awarded at 10/4/2016 meeting.
Annual Crack Filling/Sealing	\$ 100,000	\$ 100,000	Freda/Ditas	In progress, part of bid docs in annual slurry seal, Council awarded at 10/4/2016 meeting.
Annual Pavement Striping Marking Refresh	\$ 50,000	\$ 50,000	Freda/Ditas	In progress.
Annual Sidewalk/Curb Ramp Replace	\$ 50,000	\$ 50,000	Kristin	CJPIA work done. Council awarded bid for further sidewalk repairs.
Annual Slurry Seal/Chip Seal	\$ 400,000	\$ 250,000	Kristin	Doing work FY 16/17 of areas that we already had a list from the previous year.
Annual Hot Spot Repair	\$ 100,000	\$ 100,000	Kristin	FY 16/17 work incorporated with Creston Road hot spots.

2016/17 Work Plan

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Update Pavement Condition Index	\$ 50,000	\$ -	Kristin/Ditas	Work should be completed in next 60 days.
Remove Bump at Airport Road	\$ 100,000	\$ -	Ditas	Completed.
Taxiway Rehab (FAA)	\$ 1,400,000	\$ -	Roger	Contract awarded – waiting for warm weather.
Propeller Drive	\$ 200,000	\$ 1,000,000	Roger	Talking with FAA
Ramp Resurfacing	\$ 100,000	\$ -	Roger	Working with FAA on a large grant to do most of the apron rather than just 6 panels.
4860 Wing Way Project - Oasis Hangar Repairs	\$ 150,000	\$ -	Roger	Will need to address sealing roof, asbestos, exterior paint and sprinkler system for the larger building. Some temporary tenant activity in the office section.
M&O Well Rehab	\$ 250,000	\$ 250,000	Christopher	On-going maintenance items
Annual Pipeline	\$ 309,000	\$ 318,300	Kristin	Prep work leading to a design contract.

2016/17 Work Plan

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Private Well Meters	\$ 65,000	\$ -	Christopher	Will make this part of the Groundwater Sustainability Plan.
Fiber Optic Network	\$ 25,000	\$ -	Christopher	Underway.
Spring St: 24-36th Street Pipeline Replacement	\$ 56,000	\$ 1,500,000	Christopher	Timing driven by Spring Street Rehabilitation.
21st Street Reservoir	\$ 1,336,700	\$ 7,802,100	Christopher	Evaluating funding options. RFP is ready to issue.
Recycled Water Distribution	\$ 500,000	\$ 1,000,000	Christopher	Preliminary Design Underway - Final design Begin FY 17/18 - Construction Costs est. \$12M to commence in FY 18/19
Rehab-Replace Old Sewer	\$ 844,100	\$ 869,400	Kristin	Sewer upgrades of Sherwood Area tract homes. Sewer mains in backyards. Will need robust neighborhood outreach.
Lift Station Upgrades	\$ 84,400	\$ 86,900	Matt	Scoping out rehabilitation of Lift Station No. 2. Assessing remote telemetry system needs.
Tertiary Treatment	\$ 5,100,000	\$ 11,900,000	Matt	Application for financing under review. 95% complete design submittal mid-October.

2016/17 Work Plan

	16/17	17/18		
	<u>Budget</u>	<u>Budget</u>	<u>Staff</u>	<u>Updates</u>
Airport Commission	N/A	N/A	Dick/Tom	Airport Commission has had two meetings and is working on Lease Policy.
Airport economic impact calculator	N/A	N/A	Dick/Dave	Minn DOT software is installed and set to use the IMPLAN data. Cal Poly Econ Dept. contract for Feb 7 th City Council.
SGMA GSA/GSP - Atascadero Sub-basin	Not Established	N/A	Dick	Continuing to move forward on an MOA to created one combined GSA, nearly completed.
SGMA GSA/GSP - Paso Basin	Not Established	N/A	Dick	Council held public hearing and formed a GSA on Jan 17, 2017.
Solar Installations - SunEdison & Onyx	No Out Of Pocket Costs	No Out Of Pocket Costs	Dick	CUP approved for Centennial and Sherwood - construction starting early 2017. Airport construction to start about May 2017.
Energy conservation	N/A	N/A	Dick	\$140,000 per year saved by reconfiguring rate structures with PG&E. Completed.
Airport Lease Policy	N/A	N/A	Dick	Underway at Airport Commission.
Airport Rules & Regulations	N/A	N/A	Roger	Set for Airport Commission to complete the work started by AAC, after Lease Policy.

Community Services Department

2nd Quarter Report
March 7, 2017



Library Division -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals: The strength of libraries lies in the array of services and programs that offer choices for learning. Libraries are the ultimate universally useable classroom for everyone in the community. – Marie Slaby, MLS

Goal 1: Fulfill the library's fundamental role of ensuring literacy for all ages.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Hire a Children's Librarian		Complete		
Implement Every Child Ready to Read				
Restore "Mother Goose on the Loose"				
Partner with Literacy for Life	Ongoing	Ongoing		
Goal 2: Collaborate with Paso Robles Joint Union School District & other agencies to enhance educational opportunities.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Co-sponsor teen substance abuse aversion program				FY18-19
Purchase children's and teens books which compliment District curriculum --Battle of the Books titles	Complete			
Co-host annual Battle of the Books competition	Complete			
Goal 3: Establish partnerships to develop citizenship and English as a Second Language programs at the Library Study Center.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Literacy for Life	Ongoing	Ongoing		
Participation in the Hispanic Business Association --City Librarian	Ongoing	Ongoing		
Participation in the League of United Latin American Citizens--City Librarian	Ongoing	Ongoing		
Cuesta ESL--classes at Library Study Center	Ongoing	Ongoing		
Goal 4: Pursue additional grants for programs and materials purchasing.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Wonderful Company (Justin Grant) -- Received a \$5,000 grant for Spanish language materials		Complete		
PG&E --received \$1,000 grant for Spanish Language materials		Complete		
Free Masons/Eastern Star -- \$2,500 granted	Complete			
Friends of the Library -- \$20,000 pledged	Ongoing	Ongoing		
Paso Robles Library Foundation -- \$5,000 granted	Ongoing	Ongoing		
Goal 5: Enhance the Library Volunteer Associates Program				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Schedule All-Volunteer staff meeting to kick off strategic plan	Complete			
Restore "Volunteer Academy"			Initiated	
Goal 6: Provide access to relevant, popular and current materials				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Increased City book budget	Ongoing			
California Center for the Book Grant awarded	Complete			
Goal 7: Introduce technology that streamlines services and improves user experience				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Addition of MI-Fi devices (for home/travel internet access) to circulating collection		Complete		
Assessment of current technological capacity	Complete			
Goal 8: Provide programs and services to promote civic engagement, workforce development & lifelong learning				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
"How-to Saturday" collaboration with Recreation Division	Complete	Complete		
Monthly lecture series			Initiating	
"Make-It @ Your Library" craft programs for adults		Complete		
iOS Device Workshop		Complete		
Goal 9: Staff development				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Customer Service Training -- all staff	Ongoing	Ongoing	Ongoing	
CA Library Assn conference -- Adult and Children's Librarian		Complete		
Survival Spanish training -- all staff				FY 17-18 Q1
Goal 10: Increase capacity of and access to library service -- safe, efficient and engaging environment				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Comprehensive cleaning and reorganization of all library workspaces and public areas -- ongoing	Complete	Complete		
Develop dedicated teen space in library		Initiated		

Library Division -- Key Metrics

PERFORMANCE/WORKLOAD MEASURES	FY 2016-17	Q1 DATA			
	TOTAL Q1	JULY '16	AUGUST '16	SEPTEMBER '16	
Library Cardholders	23,491				AF
Library Visits	51,637	21,406	15,993	14,238	SW - LIBRARY VISITS July '16 = Total circ inc eCirc = 26,195 times 80% = 20,956 plus LSC visitors 450 = 21,406 SW - LIBRARY VISITS Aug '16 and Sept '16 = People Counter totals
Items Circulated	51,806*	26,195	25,611		SW -TOTAL CIRC: BG base circ (checkouts, self-checkouts, renewals), PR ILL circ, LSC circ (hand check-outs), and eCirc (eDownloads)
Library Programs	89	32	31	26	SW -TOTAL from master Library stats spreadsheet "LIBRARY PROGRAM SUMMARY, total # library programs offered"
Attendance at Programs	2,871	1,210	951	710	SW -TOTAL from master Library stats spreadsheet, "LIBRARY PROGRAM SUMMARY, total attendees, all programs"
Public Internet Computer Sessions	11,024	3,751	3,648	3,625	SW -TOTAL from master Library stats spreadsheet (physical NET sessions + wi-fi)
Print Items Held	67,208				BG
Electronic Books	211,807**				BG
Physical Audio Materials	5,913				BG
Online Video Materials	13,185				BG
Staff FTE	8.7				AF
Volunteer FTE	7.3				3816 Q1 vol hours/520=7.3

* Does not reflect 3rd month of the quarter data which was not available at the time of reporting.

**Reflects new online resources

PERFORMANCE/WORKLOAD MEASURES	TOTAL Q2	October '16	November '16	December '16
Library Cardholders	23,899	23,616	23,766	23,899
Library Visits	49,897	24,653	12,894	12,350
Items Circulated	66,584	22,715	22,108	21,761
Library Programs	77	31	26	20
Attendance at Programs	1,641	735	511	395
Public Internet Computer Sessions	1,024	3,554	3,289	3,181
Print Items Held	66,454			
Electronic Books	1,914,235			
Physical Audio Materials	5,868			
Online Video Materials	13,972			
Staff FTE	8.3			
Volunteer FTE	7.1			

Recreation Division -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals:

2016-2017				
Goal 1: Expand collaboration with user groups to address maintenance concerns.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Youth Sports Council (YSC)--Attend monthly board meetings	Ongoing	Ongoing		
REC Foundation--Establish timeline for completion of BSP endowment projects	Initiated	Ongoing		
YMCA--Assist YMCA with Youth Basketball Program		Initiated	Complete	
Youth Sports Council (YSC)--Establish quarterly meetings with President		Initiated		
Paso Adult Softball Organization (P.A.S.O.)--Establish quarterly meetings with board members		Initiated		
Goal 2: Evaluate current outsourcing agreements.				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Senior Volunteer Services (SVS)--Review and update Outsourcing Agreement	Complete			
YMCA--Participate in community survey re: programs at Centennial Park	Complete			
Senior Volunteer Services (SVS)--Establish quarterly meetings		Initiated		
YMCA--Establish quarterly meetings with Staff		Initiated		
Goal 3: Increase the professional development of staff by funding attendance at workshops.				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
FEMA Emergency Response Training-- Recreation Manager attended 1-week course	Complete			
Customer Service Training -- all staff	Ongoing	Ongoing		
CPRS California Aquatics Management School-- Recreation Manager attended 3-day course			Complete	
Supervisors Transition & Readiness Training - Recreation Marketing Coordinator			Complete	
Goal 4: Maximize City revenue.				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
\$100,000 Endowment Fund established for City Park playground maintenance	Complete			
Increased field rental fees	Complete			
\$7,000 grant received from the REC Foundation for youth activity scholarships	Ongoing	Complete		
How-To-Saturday collaboration with Library Division promoted contract classes	Complete	Complete		
\$1,899 donated by MLK Event sponsors to enhance the event and add a community march		Complete		
Increased Barney Schwartz Park tournament fees		Complete		
\$5,000 grant awarded from the REC Foundation for a Norris Gymnasium Scoreboard			Complete	
\$1,500 donated by Taco Bell & The REC Foundation for the Taco Bell Track Meet			Complete	
Goal 5: Partner with PRJUSD to coordinate use of fields and facilities				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Scheduled PRHS soccer games at BSP during PRUSD field renovation		Initiated		
Scheduled end-of-season play for afterschool soccer program		Complete		
Co-sponsored MLK Event -- Fee waived for use of Flamson Auditorium		Complete		
Scheduled use of Norris Gym for PRHS and Lewis Middle School Programs	Ongoing	Ongoing		
Goal 6: Update Sherwood Master Plan				
Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Earmarked \$20,000 in the Sherwood Park renovation fund		Complete		
Goal 7: Update Recreation portion of the City's General Plan				
Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr

Recreation Division -- Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	FY 2016-17			Q1 DATA	
	<u>TOTAL Q1</u>	<u>JULY '16</u>	<u>AUGUST '16</u>	<u>SEPTEMBER '16</u>	
Recreation Class Sessions	1,427	576	392	459	
Recreation Class Participants	9,245	2,880	2,932	3,433	
Athletic Field Permits	850	243	267	340	
Community Events	7	4	3	0	
Event Attendees	11,820	5,620	6,200	0	
<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>TOTAL Q2</u>	<u>OCTOBER '16</u>	<u>NOVEMBER '16</u>	<u>DECEMBER '16</u>	
Recreation Class Sessions	1,236	438	433	365	
Recreation Class Participants	7,826	3,045	2,846	1,935	
Athletic Field Permits	690	295	225	170	
Community Events	0	None this quarter, unless we include NYE, Hospitality Days, or Santa...			
Event Attendees	0				

Parks & Facilities Maintenance -- Progress on Goals

FY 2016-17 and 2017-18

Major Goals:

Goal 1: Address maintenance concerns in City parks.

2016-2017

Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Replace site furnishings in Royal Oak, Turtle Creek & Oak Creek parks	In progress	Complete		
Replace site furnishings at Sherwood Park.		In progress		
Repair irrigation in Royal Oak, Turtle Creek , Oak Creek & Sherwood parks.			X	X
Repair field lights and replace bulbs at Barney Schwartz Park (BSP)			X	
Convert BSP site lighting to LED. FY 17/18				
Replace aging irrigation equipment at BSP.	In progress	In progress		
Resurface Sherwood Park Tennis courts.		In progress		
Resurface Centennial Park tennis courts.		In progress		
Repair and replace site furnishings at Centennial Park		In progress		
Replace Sherwood Park restrooms.				
Replace lower playground at BSP	In progress	In progress		

Goal 2: Replace HVAC in City facilities.

Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
City Hall	In progress	In progress		
Senior Center	In progress	In progress		
Centennial Park	In progress	In progress		

Goal 3: Rehabilitate Larry Moore Park.

Strategy:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Replace playground equipment.		In progress		
Repair restrooms.	In progress	In progress		
Replace site furnishings. FY 17/18				

Goal 4: Establish tree-trimming protocol.

Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Determine action plan and receive approval		Complete		
Begin City-wide GPS tree inventory program		In progress		
Trim trees using a combination of in-house and contractor resources		In progress		

Goal 5: Address needed upgrades in downtown area.

Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Determine priorities and develop potential plans	In progress	In progress		

Goal 6: Reestablish janitorial service for City facilities.

Strategy	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Engage contractor for park restroom facilities	Complete			
Engage contractor for Centennial Park and City Hall facilities		Complete		

Parks & Facilities Maintenance -- Key Metrics

<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>TOTAL Q2</u>	<u>% Complete</u>
Parks Maintenance		
Requests for Service	21	
Requests for Service Complete	20	95
Facility Maintenance		
Requests for Service	87	
Requests for Service Complete	78	90
Landscape & Lighting District		
Requests for Service	36	
Requests for Service Complete	30	83
Combined Maintenance Response Rate		89
New Initiatives - Service Contracts	6*	
New Initiatives - Repair/Rehabilitaiton Contracts	3^	

* oak tree trimming/median landscape maintenance in progress; litter container service/facility janitorial/LLD maintenance (2) complete

^ tennis court rehab in progress; City Park Rehabilitation/Water Tank Tree Planting & Irrigation complete

Community Development Department

2nd Quarter Report
March 7, 2017



COMMUNITY DEVELOPMENT DEPARTMENT
Quarterly Update Report 3/7/17

Planning and City Engineer Metrics

FY 2017 and 2018

Department Goals	Status
River Oaks II General Plan / specific plan amendment completion	<ul style="list-style-type: none"> Specific plan amendment approved by City Council on June 21, 2016. Bulk lot tentative tract map approved by Planning Commission on 9/28/16. Applicant currently preparing small lot tract map / grading plans
Wisteria Road Business Park General Plan amendment completion	<ul style="list-style-type: none"> General plan amendment approved by City Council on 8/2/16. Applicant currently working on final map / tract improvement plans RPF issued
Bicycle / Pedestrian Plan Update	
Additional Hotel and Lodging Project Approvals	
<ul style="list-style-type: none"> Oxford Suites construction – 4th Street Hyatt Place Hotel – Theater Drive 	<ul style="list-style-type: none"> Building permits submitted – 1st plan check complete and plans are out for corrections EIR has been released for public review. Shared access agreement under review Planning Commission / City Council hearing early Spring 2017
<ul style="list-style-type: none"> Marriott Residence Inn – Union Road Links RV Park – Jardine Road Pine Street Promenade Hotel redesign 	<ul style="list-style-type: none"> Approved by City Council on 5/17/16. Planning Commission approved Fairfield Inn flag change on 1/24/17. Planning Commission hearing on 2/28/17. On-going meetings with applicant regarding major project redesign. Staff reviewing revised site plan submitted on 2/17/17
<ul style="list-style-type: none"> Sensorio Discovery Garden Project Cava RV Park – Golden Hill Road Black Oak Lodge – Black Oak Drive Destino Resort Amendment – Airport Road 	<ul style="list-style-type: none"> San Joaquin Kit Fox mitigation requirement resolved with California Department of Fish and Wildlife. Phase I site improvement in process. Working with applicant to resolve Caltrans encroachment permit issues. Under construction. September 2016 construction kick-off meeting. Planned development 1st application review complete Applicant responding to corrections. Continued by Planning Commission on 10/11/16 due to traffic mitigation questions. Planning Commission recommendation 12/13/16. Approved by City Council on 1/17/17. Site plan comment letter issued 9/12/16. Applicant submitted revised plan
Beechwood Specific Plan public outreach, specific plan process and approval	
Uptown / Town Center Specific Plan implementation	<ul style="list-style-type: none"> 36th Street apartment approved Uptown Center ready to final, reimbursement agreement amendment approved by City Council. Phase 3 fee deferral approved by City Council on 2/7/17.
Oak Park Housing Project - phase III	
Chandler Ranch specific plan	<ul style="list-style-type: none"> 2/21/17 – City Council authorized GPA process to create a South Chandler Ranch specific plan.
Housing Constraints and Opportunities Committee implementation	

<ul style="list-style-type: none"> Mixed Use residential fee reduction 2nd Unit fee reductions Commercial Development Impact Fees / Needs list updates Circulation Element Update 	<ul style="list-style-type: none"> Completed complete Council awarded contacts 12/20/17 Council awarded contacts 12/20/17
Short-term rental task force and policy	<ul style="list-style-type: none"> Recommendation to City Manager 9/7/16 City Council forwarded to Planning Commission for hearings on 1/31/17
New "Building Permit" Software system (Building, Planning, City Engineer, Code Enforcement, Stormwater)	<ul style="list-style-type: none"> Contract approved by City Council on 9/20/16 Consultant submitted system configuration documents to City on 2/10/17
Continued improvement of Building Division plan check process	13 Building Division Liaison meeting held.
Continued improvement of customer service	On going
46 West Gateway Vision Plan	Draft plan complete
46 East / Airport Road Circulation Program	<ul style="list-style-type: none"> City Council workshop 9/15/16 Circulation Element update authorized on 12/20/16
City Hall floor plan / front counter redesign	Pending
Staff transition plans	<ul style="list-style-type: none"> Building Division Administrative Assistants position filled. City Engineer position currently being advertised to replace John Falkenstien retirement.
Contractor inspector program	Pending
Downtown alleyway enhancement program	<ul style="list-style-type: none"> In process with Main Street Downtown Refresh program Review solid waste and grease storage options
Chamber of Commerce / Main St. Outreach program	<ul style="list-style-type: none"> W. Frace appointed to 2017 Chamber of Commerce board

Building Division Metrics

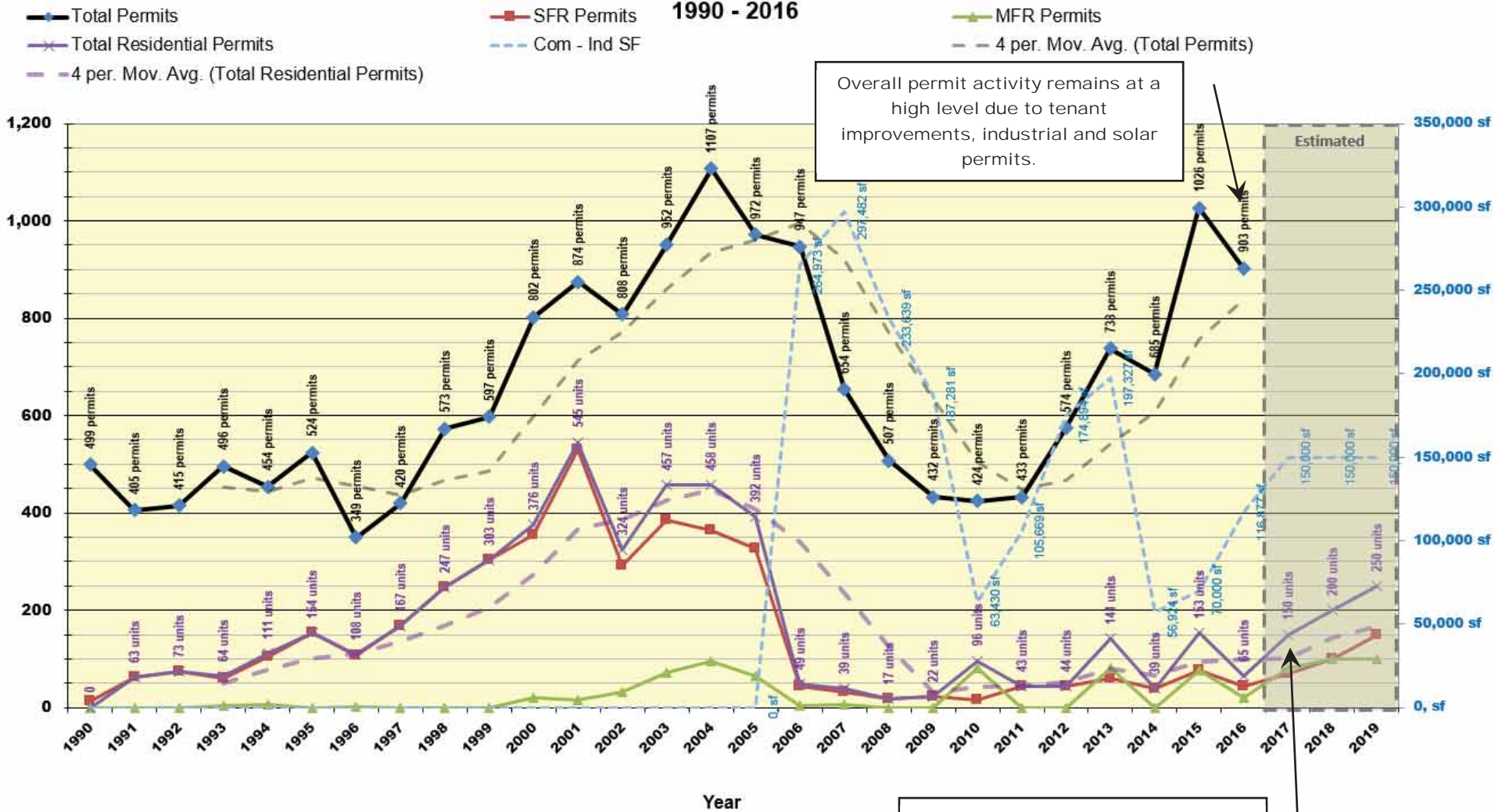
Annual Permit Volumes

Paso Robes Building Permits Annual Permit Volumes and Residential Unit Production 1990 - 2016

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Building Permits Page 159

CC Agenda 3-7-17



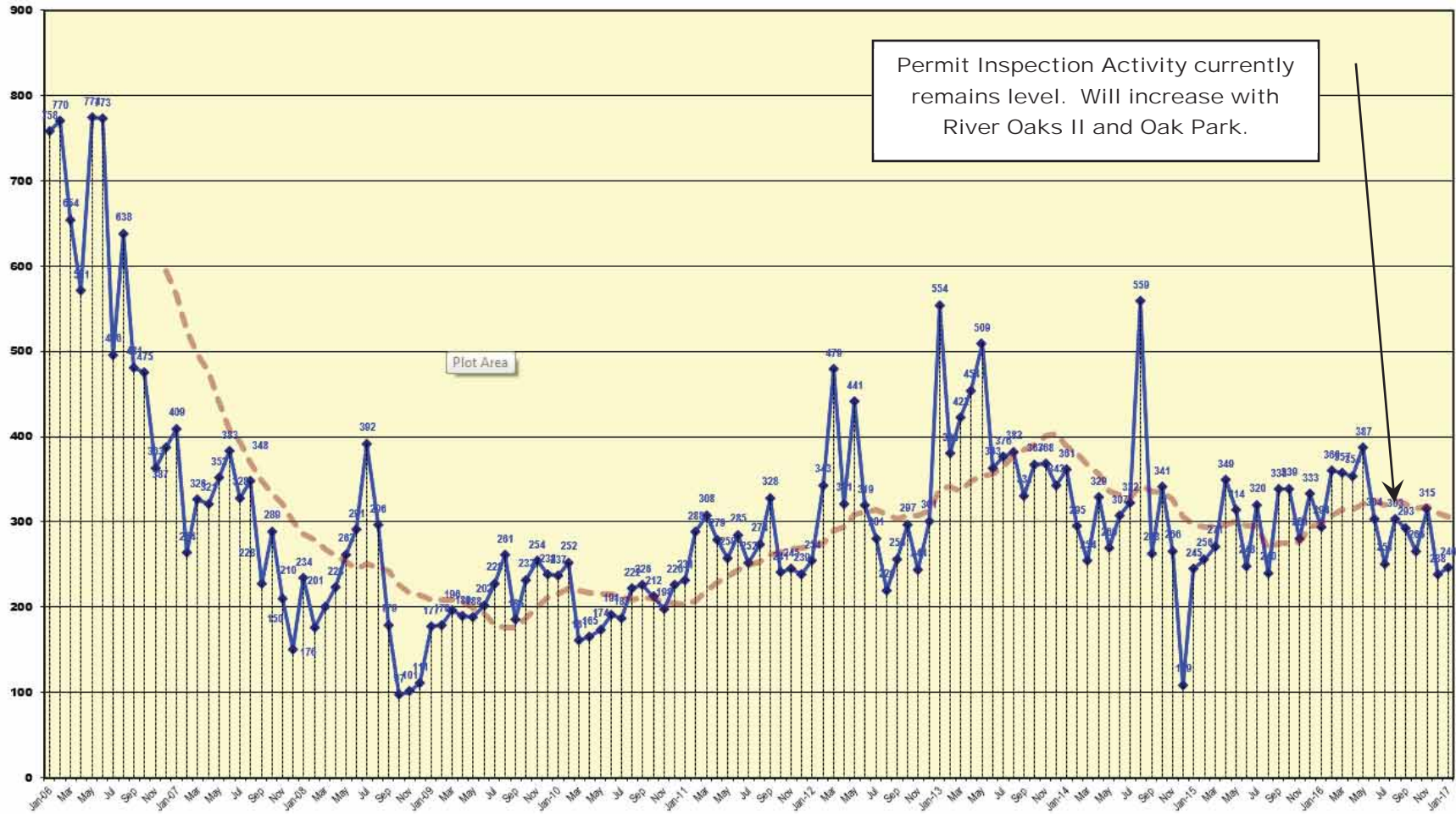
Overall permit activity remains at a high level due to tenant improvements, industrial and solar permits.

Residential production will increase with River Oaks II and Oak Park.

Annual Building Inspection Volumes

City of Paso Robles Monthly Building Inspection Activity Trends 2006 - 2017

Building Inspections



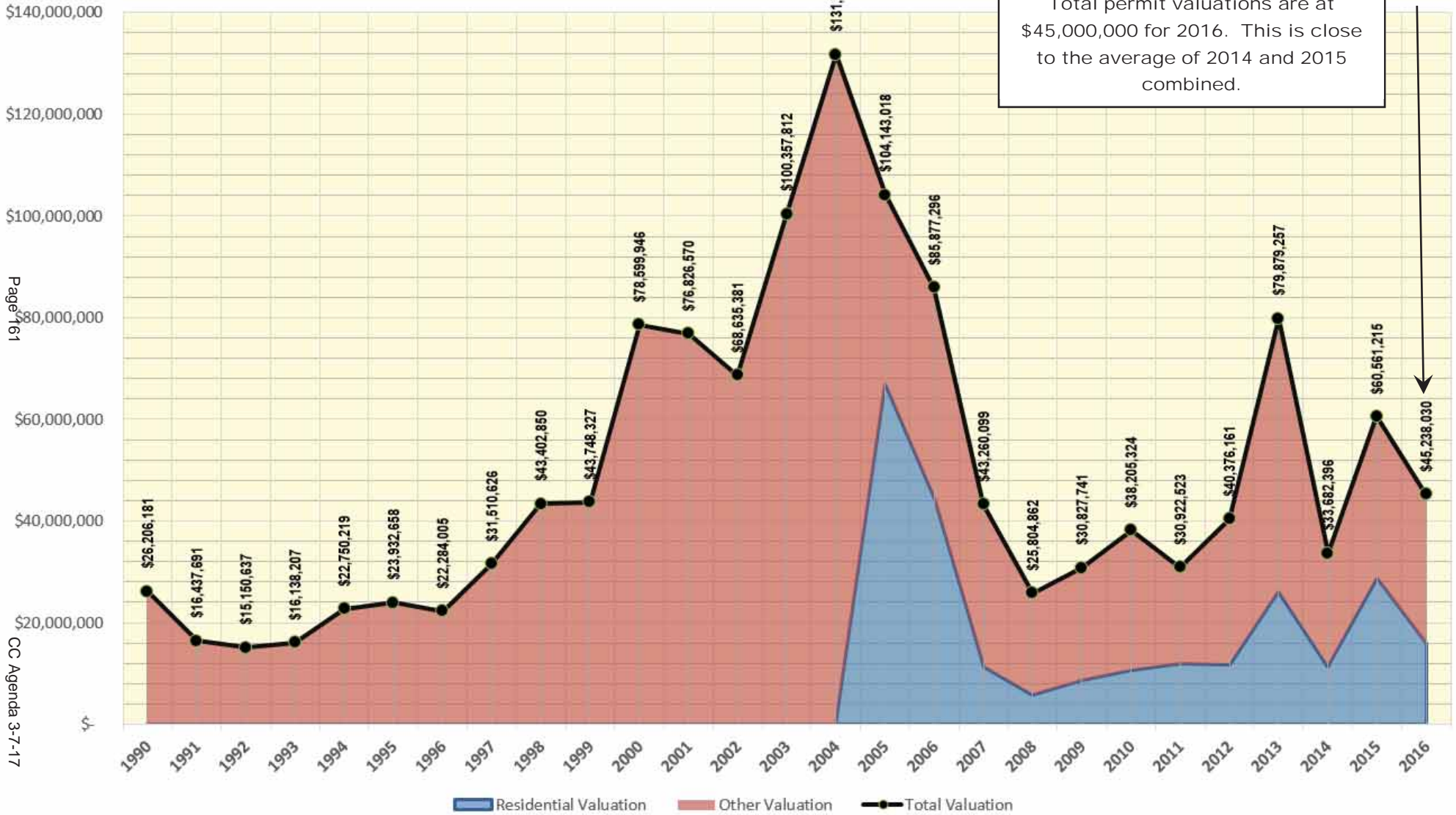
Annual Permit Valuation

Building Permit Valuations All Permit Types

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Total permit valuations are at \$45,000,000 for 2016. This is close to the average of 2014 and 2015 combined.